



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
ALBANY, GEORGIA 31704-5000

BO 1710.27  
140  
20 Nov 90

BASE ORDER 1710.27

From: Commanding General  
To: Distribution List

Subj: INSPECTION AND CERTIFICATION OF BASE CHILD DEVELOPMENT PROGRAMS

Ref: (a) CMC Washington DC 281234Z Jun 90 (NOTAL)  
(b) CMC Washington DC ltr 1710 MHF of 27 Jul 90 (NOTAL)

Encl: (1) USMC Child Development Program Annual Certification Report  
(2) Documents Required for Inspectors

1. Purpose. To publish inspection procedures for all child development programs aboard the Base per the guidelines in reference (a).

2. Background. While local community child care programs are subject to state licensing inspection, military programs are not. The Military Child Care Act of 1989 establishes specific requirements concerning the inspection and certification of child development programs aboard military installations. Reference (b) establishes inspection requirements of all child development programs.

3. Information

a. The child development program aboard the Base will be subject to four unannounced comprehensive inspections annually. Three of these inspections will be conducted locally by the Multi-Disciplinary Team and consist of a health and sanitation inspection, fire marshal inspection, and a safety inspection. A fourth comprehensive inspection will be conducted by program specialists from Headquarters Marine Corps. This inspection will be unannounced and the results will be reported to the Deputy Assistant Secretary of Defense (Family Support, Education, and Safety) via the Secretary of the Navy.

b. The annual unannounced inspection conducted by HQMC will include a review of curriculum, training, indoor and outdoor equipment and supplies, parent involvement plan, and local inspection reports.

4. Action

a. Base Inspector

(1) Organize a Child Development Multi-Disciplinary Team and conduct three unannounced comprehensive inspections of all child development programs aboard the Base.

(2) Publish an annual Base Bulletin assigning members to the Child Development Multi-Disciplinary Team to include a representative from Base Safety, Fire Marshal, Preventive Medicine, parents and other representatives necessary to effectively evaluate the Child Care facility aboard the Base.

(3) Following completion of the multi-disciplinary inspection, the Base Inspector will forward enclosure (1) to the Commandant of the Marine Corps certifying compliance with all applicable child development standards.

(4) Provide inspection checklists for the Multi-Disciplinary Team.

b. Base Safety

(1) Conduct monthly safety inspections of all child care facilities aboard the Base and report any discrepancies to the Base Inspector.

(2) Assign members to the Base Child Development Multi-Disciplinary Team as directed by the Base Inspector.

(3) Conduct annual inspections of home family day care providers in base housing. Conduct annual inspections during business hours (i.e., 0800-1630) of family day care homes in the areas the children have access.

c. Director, Facilities and Services Division

(1) Conduct monthly inspections of all child care facilities for fire prevention and emergency procedures and report any discrepancies to the Base Inspector.

(2) Assign members to the Base Child Development Multi-Disciplinary Team as directed by the Base Inspector.

(3) Conduct annual fire prevention inspections of home family day care providers in base housing.

d. Naval Branch Medical Clinic

(1) Conduct monthly sanitation inspections of all child care facilities and report any discrepancies to the Base Inspector.




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(2) Assign members to the Base Child Development Multi-Disciplinary Team as directed by the Base Inspector.

(3) Conduct annual sanitation inspection of all home family day care providers in base housing. Conduct annual sanitation inspections of family day care homes during business hours (i.e., 0800-1630) in the areas the children have access.

e. Director, Morale, Welfare and Recreation. Ensure the documentation listed in enclosure (2) is available upon request of the Child Development Multi-Disciplinary Team.

5. Applicability. This Order is not applicable to the Blount Island Command.

  
A. J. FINGER  
Chief of Staff

DISTRIBUTION: E

USMC CHILD DEVELOPMENT PROGRAM  
ANNUAL CERTIFICATION REPORT

Name of command:

Date of Multi-Disciplinary Team Inspection:

Names of inspection team members and areas represented:

SUMMARY OF FINDINGS

	No Deficiencies	Minor * Deficiencies	Major** Deficiencies	Major*** Deficiencies, Imminent Danger
A. Facility Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Staff/Child Ratio and Group Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Child Abuse Prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Staff Training & Qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Food Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Certification and Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Parent Participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Health and Sanitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Family Day Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. School-Aged Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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ENCLOSURE (1)



Summary Comments on Multi-Disciplinary Team Inspection:

COMMANDER'S CERTIFICATION (select one)

- No deficiencies exist, I certify that the program complies with all standards.
- Minor deficiencies where found and have been corrected; I certify that the program complies with all standards.
- Major deficiencies were found and have been corrected, I certify that the program complies with all standards.
- Major deficiencies exist and an action plan for correction is on file. Compliance is expected by (date) \_\_\_\_\_.
- Major deficiencies were found, all or part of the center was closed as a result. An action plan for restoring service is on file. Expected date for compliance is expected by (date) \_\_\_\_\_. A certification of compliance will be forwarded upon restoration of service and correction of deficiencies.

Signature of Commander \_\_\_\_\_ Date \_\_\_\_\_

- \* Minor deficiencies are those that detract from the efficient operation of the program but do not present a safety or health threat to the children, except when they continue over a long period of time and affect the development of children.
- \*\* Major deficiencies are those that contribute to the lack of a safe and healthy environment for children, but are not life threatening except when combined with other deficiencies.
- \*\*\* Major deficiencies with imminent danger are those that, by themselves, threaten the safety or well-being of the children.

Note: Remedies for all violations will be made in accordance with the requirements of Section 1505(f) of the Military Child Care Act of 1989. Any violation of a safety, health, or child welfare law or regulation (discovered at an inspection or otherwise) of a child development center shall be remedied immediately. In the case of a violation that is not life threatening, the commander under which the installation concerned operates may waive the requirement that the violation be remedied immediately for a period of up to 90 days beginning on the date of the discovery of the violation. If the violation is not remedied as of the end of that 90-day period, the military child development center shall be closed until the violation is remedied. The Secretary of the Navy or designee, may waive the preceding sentence and authorize the center to remain open in a case in which the violation cannot reasonably be remedied within that 90-day period or in which major facility reconstruction is needed. If a center is closed the Secretary of the Navy or designee, shall inform Congress as required by Section 1501 (f)(3).

**DOCUMENTS REQUIRED FOR INSPECTORS**

CHILD DEVELOPMENT CENTERS

- \_\_\_\_\_ 1. SOP's for fire, health, and safety
- \_\_\_\_\_ 2. Inspection reports for fire, health, and safety
- \_\_\_\_\_ 3. Parent brochures, newsletters, handbook
- \_\_\_\_\_ 4. Attendance records for last month
- \_\_\_\_\_ 5. Daily records for last month on staff/child ratio
- \_\_\_\_\_ 6. Guidance/discipline policy
- \_\_\_\_\_ 7. Employee handbook
- \_\_\_\_\_ 8. Employee files and training records
- \_\_\_\_\_ 9. Management training records
- \_\_\_\_\_ 10. Background screening records
- \_\_\_\_\_ 11. Visitor sign-in records
- \_\_\_\_\_ 12. Menus for last month
- \_\_\_\_\_ 13. Child enrollment records/immunization forms
- \_\_\_\_\_ 14. Food service worker health permits
- \_\_\_\_\_ 15. Fee policy
- \_\_\_\_\_ 16. Accident/incident report records
- \_\_\_\_\_ 17. Field trip procedures and permission forms
- \_\_\_\_\_ 18. Advisory board minutes
- \_\_\_\_\_ 19. Screening policy for sick children
- \_\_\_\_\_ 20. Medication policy
- \_\_\_\_\_ 21. Special needs children policy
- \_\_\_\_\_ 22. Activity plans and program schedules

ENCLOSURE (2)



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DOCUMENTS REQUIRED FOR INSPECTORS

FAMILY DAY CARE

- \_\_\_\_\_ 1. Records of inspections
- \_\_\_\_\_ 2. Training records
- \_\_\_\_\_ 3. Background clearance records
- \_\_\_\_\_ 4. List of certified homes
- \_\_\_\_\_ 5. SOP's
- \_\_\_\_\_ 6. Child enrollment records

ENCLOSURE (2)